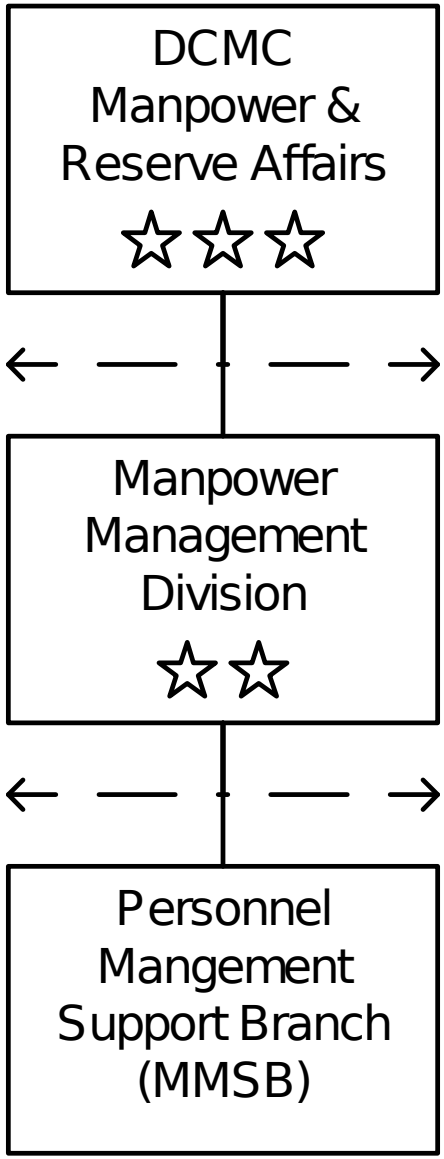
OFFICIAL MILITARY PERSONNEL FILE (OMPF) & OMPF On Line

Major Todd Ford
Head, Records Management Section
MMSB-20

Purpose of Brief

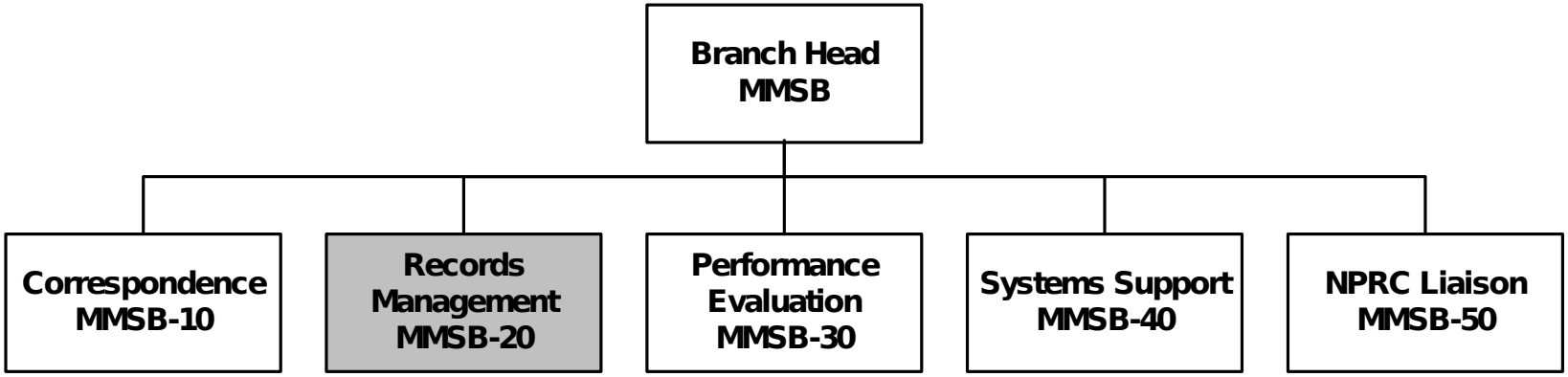
- To inform you of:
  - Who manages the OMPF
  - Responsibilities for management of the record
  - OMPF definition and contents
  - Improvement in records management at HQMC
    - **OMPF On Line**

Personnel Management Support Branch



- MMSB is that branch of Manpower and Reserve Affairs that is responsible for:
  - OMPF
  - PES
  - Digital Board Room
  - Worldwide Locator
  - Others

Personnel Management Support Branch



- MMSB-20 is the part of MMSB that creates and manages the content of the OMPF
  - Provides the content to authorized users throughout M&RA and other designated agencies

MMSB-20 Responsibilities

- Digitally creating, maintaining, and storing documents in the OMPF
- Providing digital copies of the OMPF to
  - All selection or promotion boards.
  - Individual Marines
    - active, reserve, retired and former
  - Other agencies as required

OMPF Management

- **YOU** (individual Marines) are responsible for the management of your OMPF
  - No one knows your career better than you do
  - **You, as leaders and administrators, are responsible for educating your Marines**
- MMSB is responsible for maintaining the information and supporting the individual Marine - active duty, reserve, retired, and former
  - Authorization to access OMPF – you, CMC and his official representatives
  - MMSB determines representatives in writing

OMPF – What is it?

- A history of the Marine's career from entrance into until severance from the Marine Corps or Marine Corps Reserve
  - All administrative materials and documents supporting the chronological events of the Marine's history are incorporated into the OMPF at HQMC (MMSB-20)

OMPF – What is it used for?

- Promotion (MMPR – Officer/Enlisted)
- Selection (various)
- Assignment (MMOA/MMEA – monitors)
- The OMPF is the Marine's advocate at HQMC
  - Speaks for the member
  - What does it say on your behalf?
  - Is your OMPF complete?

OMPF – How is it created?

- OMPFs are created by combining TFS information with documentation
  - TFS data is retrieved and inserted into the OMPF database
  - Some of this information populates the header data on the Master Brief Sheet
- Documents are added as they are received
  - Not all documents are appropriate for inclusion into the OMPF
    - Governed by the IRAM
  - Some are added automatically
    - Photos, MCI certificates, Awards

MBS Header Data

NAME	SSN	GRADE	RANK DESCRIPTION	DOR	COMP	LINEAL NO	PMOS	AMOS-AMOS	GT/GCT	PERM GR	PERM DOR
MARINE IAM A.	123456789	O4	MAJ	19990501	USMC	05060000	0302	9957 /	119	O4	19990501

DOB	DEAF	PEBD	AFADBD	AC NAV BD	ACC 1ST COMM	DOR 1ST COMM	DOR 1ST LDO	DSG PILOT	DCADB	EAS	DCTB	OSCD	CONTRACT LEGAL
19640114	19880823	19880823	1989								20010613	19940714	NONE. ALL RE

DECORATIONS		
MM 1		COMMAND AND STAFF
NC 2		COMMAND & STAFF 870
NA 1		MAGTF/MCPP 8845
		AWS PHASE II
		AWS PHASE I
		SUMMER MOUNTAIN LE

N EDUCATION: SCIENCE

LANGUAGES: UNKNOWN

HQ BN HQMC
S/2/19900412
S: Date: 11/18/2002

PAGE 1 OF 1

Data originates from MCTFS

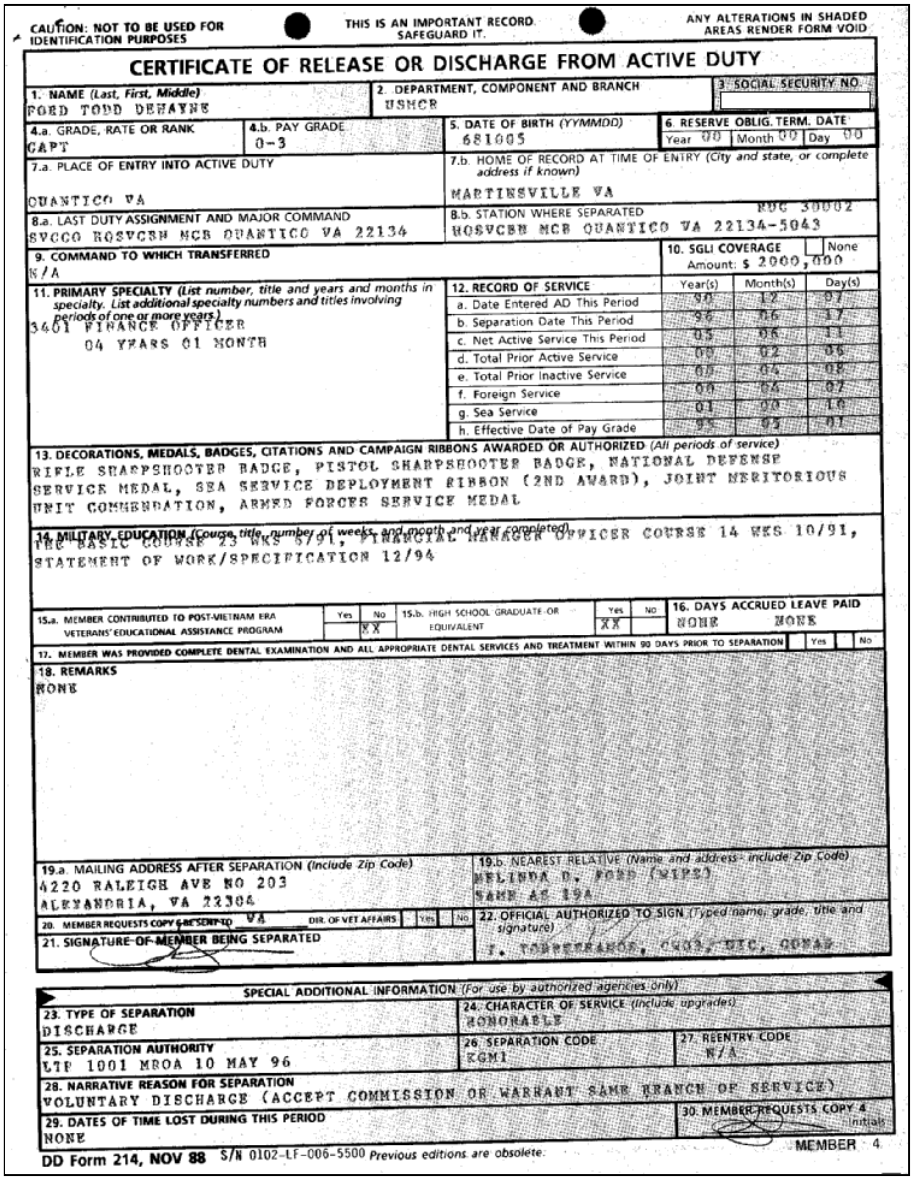
MONITORED COMMAND ORGANIZATION/SCHOOL REPORTING SENIOR	DUTY ASSIGNMENT GRADE TYPE DUTY BILMOS REVIEWING OFFICER	OCC	BEGIN END DATE	MISSION PER	MISSION PRO	CHARACTER COU	CHARACTER EFF	CHARACTER INI	LEADERSHIP LEA	LEADERSHIP DEV	LEADERSHIP SET	LEADERSHIP ENS	LEADERSHIP COM	INTELLECT PME	INTELLECT DEC	INTELLECT JUD	EVAL RESP	PROMOTION Y	PROMOTION N	PROMOTION NA	PROMOTION ACC	REPORT SUMMARY COM	REPORT SUMMARY ADV	#RPTS @PROC	REL VAL @ PROC	#RPTS CUM	REL VAL CUM	RO CONCURS Y	RO CONCURS N
1	RIFLE COMPANY COMMANDER	GC	19980801	E	E	E	E	E	E	D	E	D	E	E	E	E	E			X		X		9	91.95	11	90.68	X	
COMPANY I, 3D BATTALION,	CAPT N 0302																												
LTCOL JOHNSON			19990431																			FitRep Avg: 4.86		RS Cum Avg: 4.78		RS High: 5.86			
	COL BECKER			RO: 0/1		1/2			4/3		10/4		11/5		7/6		2/7		0/8										
2	BATTALION OPERATIONS OFFIC	CH	19990501	C	D	D	D	D	D	D	D	C	D	B	D	D	C	X						7	83.59	7	83.59	X	
3RDBN 2NDMAR 3RDMARDIV	MAJ N 0302																												
LTCOL JOHNSON			19990826																			FitRep Avg: 3.64		RS Cum Avg: 4.06		RS High: 4.71			
	COL BECKER			RO: 0/1		0/2			6/3		10/4		10/5		4/6		1/7		0/8										
3	BATTALION OPERATIONS OFFIC	TR	19990827	C	B	C	C	B	B	B	C	C	B	B	C	C	C	X						3	93.92	5	94.44	X	
3RDBN 2NDMAR 3RDMARDIV	MAJ N 0302																												
LTCOL MORGAN			20000702																			FitRep Avg: 2.57		RS Cum Avg: 2.46		RS High: 2.71			
	COL BECKER			RO: 0/1		0/2			6/3		10/4		10/5		4/6		1/7		0/8										
4	STUDENT	TR	20000701	D	D	H	H	H	H	H	H	H	H	H	H	H	H	X							N/A		N/A		
COLLEGE OF NAVAL COMMA	MAJ A NA																												
COL STEIN			20010615																			FitRep Avg:		RS Cum Avg: 4		RS High: 4			
	RDMU ALLEN			RO: 0/1		0/2			0/3		2/4		3/5		2/6		1/7		0/8										
5	CURRENT OPERATIONS	AN	20010616	E	D	E	D	E	D	C	D	D	D	E	D	D	H	X						1	N/A	4	85.51	X	
HQSVC CO HQBN ARLINGTO	MAJ N 0302																												
COL WRIGHT			20020630																			FitRep Avg: 4.23		RS Cum Avg: 4.52		RS High: 5.15			
	BGEN TURNER			RO: 0/1		0/2			0/3		7/4		19/5		12/6		0/7		0/8										

OMPF Contents

- Governed by the IRAM, Chapter 1
  - **Audit and Correction of the OMPF**
    - Documents included in the OMPF will remain in the OMPF (Removed only by the direction of the BCNR or PERB)
    - Provide ALL documents to MMSB for determination
- Organized into Folders
  - Service Folder
  - Commendatory/Derogatory Folder
  - Performance Folder
  - Photo Folder

Service

- Contents include:
  - Contract information
  - Discharge documents
  - General administrative and reserve service documents
  - Pages from field record
    - pg 11, pg 12, etc of SRB/OQR



CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES — THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. — ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle): FORD TODD DEWAYNE
2. DEPARTMENT, COMPONENT AND BRANCH: USMCR
3. SOCIAL SECURITY NO.:
4.a. GRADE, RATE OR RANK: CAPT
4.b. PAY GRADE: O-3
5. DATE OF BIRTH (YYMMDD): 681005
6. RESERVE OBLIG. TERM. DATE: Year 00 Month 00 Day 00
7.a. PLACE OF ENTRY INTO ACTIVE DUTY: QUANTICO VA
7.b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known): MARTINSVILLE VA
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND: SVCCO HOSVCBN MCB QUANTICO VA 22134
8.b. STATION WHERE SEPARATED: HOSVCBN MCB QUANTICO VA 22134-5043 — PDC 30002
9. COMMAND TO WHICH TRANSFERRED: N/A
10. SGLI COVERAGE: Amount: $ 2000,000 — None
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.): 3401 FINANCE OFFICER 04 YEARS 01 MONTH

12. RECORD OF SERVICE	Year(s)	Month(s)	Day(s)
a. Date Entered AD This Period	90	12	07
b. Separation Date This Period	96	06	17
c. Net Active Service This Period	05	06	11
d. Total Prior Active Service	00	02	06
e. Total Prior Inactive Service	00	04	08
f. Foreign Service	00	04	07
g. Sea Service	01	00	16
h. Effective Date of Pay Grade	95	03	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service): RIFLE SHARPSHOOTER BADGE, PISTOL SHARPSHOOTER BADGE, NATIONAL DEFENSE SERVICE MEDAL, SEA SERVICE DEPLOYMENT RIBBON (2ND AWARD), JOINT MERITORIOUS UNIT COMMENDATION, ARMED FORCES SERVICE MEDAL

14. MILITARY EDUCATION (Course, title, number of weeks, and month and year completed): TBC BASIC COURSE 23 WKS 0791, FINANCIAL MANAGER OFFICER COURSE 14 WKS 10/91, STATEMENT OF WORK/SPECIFICATION 12/94

15.a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM: Yes — No XX
15.b. HIGH SCHOOL GRADUATE OR EQUIVALENT: Yes XX — No
16. DAYS ACCRUED LEAVE PAID: NONE
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION: Yes — No
18. REMARKS: NONE
19.a. MAILING ADDRESS AFTER SEPARATION (Include Zip Code): 4220 RALEIGH AVE NO 203 ALEXANDRIA, VA 22304
19.b. NEAREST RELATIVE (Name and address - include Zip Code): MELINDA D. FORD (WIFE) SAME AS 19A
20. MEMBER REQUESTS COPY 6 BE SENT TO VA — DIR. OF VET AFFAIRS: Yes — No
21. SIGNATURE OF MEMBER BEING SEPARATED
22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature): T. TORRERANCE, CW03, USMC, OOMAS

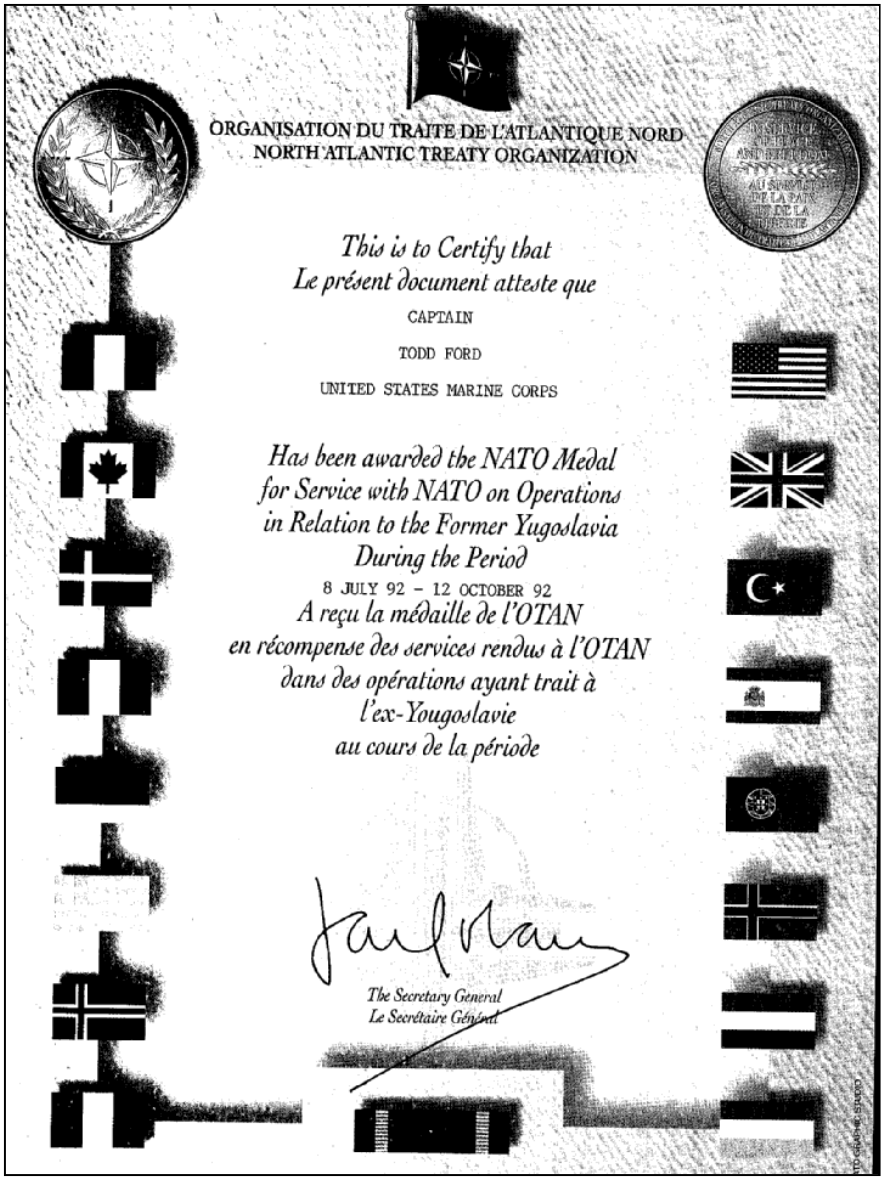
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)

23. TYPE OF SEPARATION: DISCHARGE
24. CHARACTER OF SERVICE (Include upgrades): HONORABLE
25. SEPARATION AUTHORITY: LTF 1001 MROA 10 MAY 96
26. SEPARATION CODE: KGM1
27. REENTRY CODE: N/A
28. NARRATIVE REASON FOR SEPARATION: VOLUNTARY DISCHARGE (ACCEPT COMMISSION OR WARRANT SAME BRANCH OF SERVICE)
29. DATES OF TIME LOST DURING THIS PERIOD: NONE
30. MEMBER REQUESTS COPY 4 — Initials

DD Form 214, NOV 88 S/N 0102-LF-006-5500 Previous editions are obsolete. — MEMBER 4

Commendatory/Derogatory

- Contents include:
  - Personal awards
  - Civilian and military education
  - Court-martial/non-judicial punishments
  - Other material reflecting significant personal achievement or adversity that is pertinent to making decisions for selection, assignment and retention.



ORGANISATION DU TRAITE DE L'ATLANTIQUE NORD
NORTH ATLANTIC TREATY ORGANIZATION

This is to Certify that
Le présent document atteste que

CAPTAIN

TODD FORD

UNITED STATES MARINE CORPS

Has been awarded the NATO Medal for Service with NATO on Operations in Relation to the Former Yugoslavia During the Period

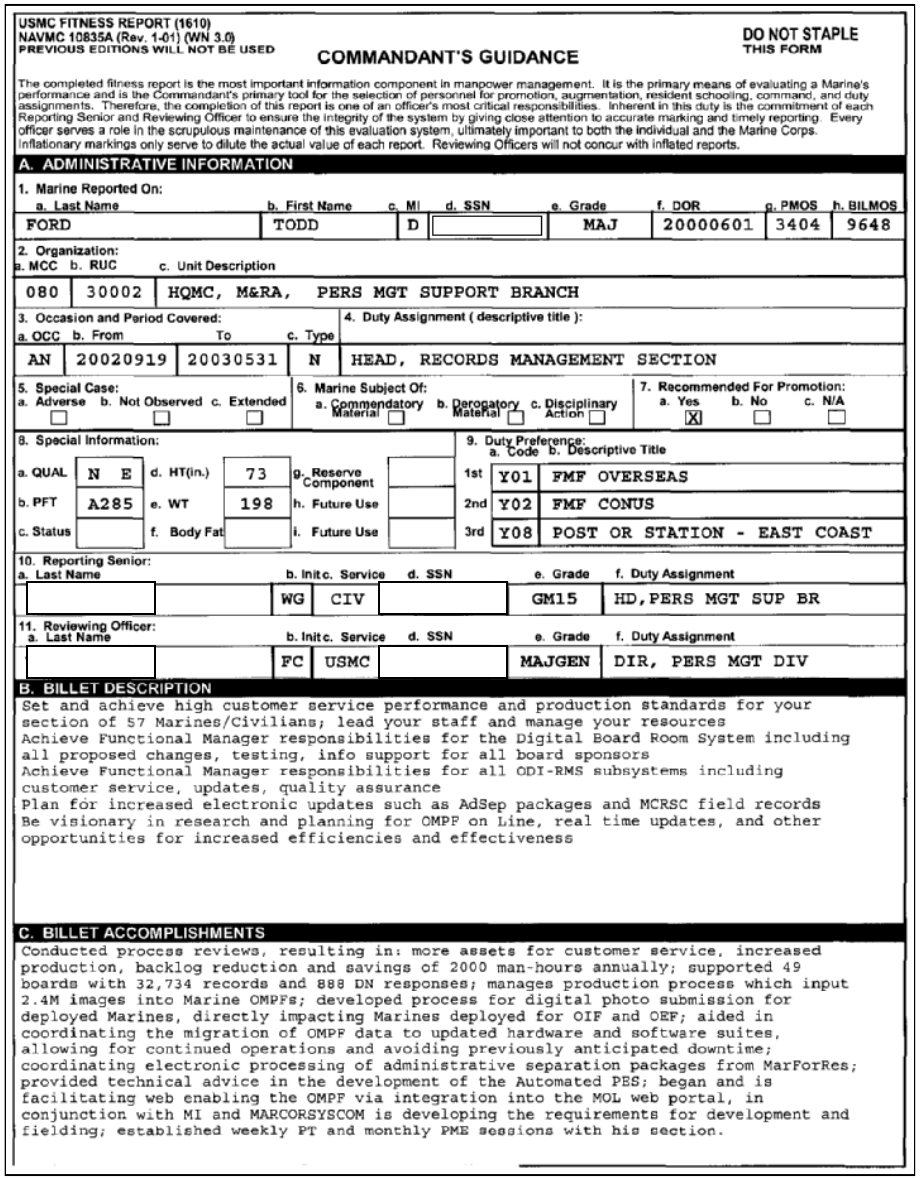
8 JULY 92 – 12 OCTOBER 92

A reçu la médaille de l'OTAN en récompense des services rendus à l'OTAN dans des opérations ayant trait à l'ex-Yougoslavie au cours de la période

The Secretary General
Le Secrétaire Général

Performance

- Contents include:
  - Fitness Reports
    - Both old and new reports
- Summarized on the Master Brief Sheet



USMC FITNESS REPORT (1610)
NAVMC 10835A (Rev. 1-01) (WN 3.0)
PREVIOUS EDITIONS WILL NOT BE USED

COMMANDANT'S GUIDANCE

DO NOT STAPLE THIS FORM

The completed fitness report is the most important information component in manpower management. It is the primary means of evaluating a Marine's performance and is the Commandant's primary tool for the selection of personnel for promotion, augmentation, resident schooling, command, and duty assignments. Therefore, the completion of this report is one of an officer's most critical responsibilities. Inherent in this duty is the commitment of each Reporting Senior and Reviewing Officer to ensure the integrity of the system by giving close attention to accurate marking and timely reporting. Every officer serves a role in the scrupulous maintenance of this evaluation system, ultimately important to both the individual and the Marine Corps. Inflationary markings only serve to dilute the actual value of each report. Reviewing Officers will not concur with inflated reports.

A. ADMINISTRATIVE INFORMATION

1. Marine Reported On:

a. Last Name	b. First Name	c. MI	d. SSN	e. Grade	f. DOR	g. PMOS	h. BILMOS
FORD	TODD	D		MAJ	20000601	3404	9648

2. Organization:

a. MCC	b. RUC	c. Unit Description
080	30002	HQMC, M&RA, PERS MGT SUPPORT BRANCH

3. Occasion and Period Covered:

a. OCC	b. From	To	c. Type
AN	20020919	20030531	N

4. Duty Assignment (descriptive title): HEAD, RECORDS MANAGEMENT SECTION

5. Special Case: a. Adverse ☐ b. Not Observed ☐ c. Extended ☐

6. Marine Subject Of: a. Commendatory Material ☐ b. Derogatory Material ☐ c. Disciplinary Action ☐

7. Recommended For Promotion: a. Yes ☒ b. No ☐ c. N/A ☐

8. Special Information:

a. QUAL	N E	d. HT(in.)	73	g. Reserve Component	
b. PFT	A285	e. WT	198	h. Future Use	
c. Status		f. Body Fat		i. Future Use	

9. Duty Preference:

	a. Code	b. Descriptive Title
1st	Y01	FMF OVERSEAS
2nd	Y02	FMF CONUS
3rd	Y08	POST OR STATION - EAST COAST

10. Reporting Senior:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
	WG	CIV		GM15	HD,PERS MGT SUP BR

11. Reviewing Officer:

a. Last Name	b. Init	c. Service	d. SSN	e. Grade	f. Duty Assignment
	FC	USMC		MAJGEN	DIR, PERS MGT DIV

B. BILLET DESCRIPTION

Set and achieve high customer service performance and production standards for your section of 57 Marines/Civilians; lead your staff and manage your resources
Achieve Functional Manager responsibilities for the Digital Board Room System including all proposed changes, testing, info support for all board sponsors
Achieve Functional Manager responsibilities for all ODI-RMS subsystems including customer service, updates, quality assurance
Plan for increased electronic updates such as AdSep packages and MCRSC field records
Be visionary in research and planning for OMPF on Line, real time updates, and other opportunities for increased efficiencies and effectiveness

C. BILLET ACCOMPLISHMENTS

Conducted process reviews, resulting in: more assets for customer service, increased production, backlog reduction and savings of 2000 man-hours annually; supported 49 boards with 32,734 records and 888 DN responses; manages production process which input 2.4M images into Marine OMPFs; developed process for digital photo submission for deployed Marines, directly impacting Marines deployed for OIF and OEF; aided in coordinating the migration of OMPF data to updated hardware and software suites, allowing for continued operations and avoiding previously anticipated downtime; coordinating electronic processing of administrative separation packages from MarForRes; provided technical advice in the development of the Automated PES; began and is facilitating web enabling the OMPF via integration into the MOL web portal, in conjunction with MI and MARCORSYSCOM is developing the requirements for development and fielding; established weekly PT and monthly PME sessions with his section.

Photo

- Contains official photos for all promotion and selection boards
- Height and weight certifications or letters to the board are not included in this folder

Photo Submission Requirements

- MARADMIN 463/01
  - Normal submission via Combat Visual Information Centers
- MARADMIN 483/02
  - Units that do not have access to a CVIC office may submit their photos via email to:
    - photo@manpower.usmc.mil
  - Cannot be submitted by individual
- MARADMIN 066/03
  - Deployed Marines may use email submission (same email address)
  - Uniform - utilities minus blouse
- Photo specs are same regardless of submission method

Records Improvements

- Awards submissions (Personal Awards only)
  - As of April 2002 awards are automatically sent from MMMA upon approval
  - Only works for those awards submitted via MMMA
  - Will have them on the record faster than Marine receives his/her copy
  - Includes 1650, SOA, Citation
- MCI completion certificates (Non-resident)
  - Directly from MCI the day after grades are assigned
  - No sub-course certificates, only diplomas
  - Diplomas written to OMPF faster than the Marine will receive diploma in mail

Requesting Your Record

- In Person
  - 3rd Floor Bldg 2008
  - Bring Military Identification
- Via Snail Mail

  Commandant of the Marine Corps

  Headquarters U.S. Marine Corps (MMSB-10)

  2008 Elliot Road

  Quantico, VA 22134-5030
- Via Internet
  - https://www.mmsb.usmc.mil
- Via Fax
  - 703-784-5792 or DSN 278-5792 (MMSB-10)

Review Your Record

- Details matter, look at each folder
- Focus on the big three:
  - Master Brief Sheets
    - Check MCTFS data
      - Schools, Training, etc
  - Fitness Reports
    - Ensure no gaps exist
  - Commendatory/Derogatory
    - If you have awards, make sure the citation is there
    - Letters of Appreciation
    - Others

Resolving Problems

- If you discover problems with your record, please get in touch with the following:
  - OMPF Problems

    Records Audit and Review

    Commercial 703-784-0365 or DSN 278-0365
  - Fitness Report Problems

    MMSB-31 at 703-784-3995

    (RUC date gap report available from MMSB-30)
- Every record is important at MMSB
  - Especially yours!

OMPF On Line

- Web access to the official record
  - MOL link to OMPF (don’t need another password)
  - Emphasize MOL as portal of choice
- Goal of ‘On-demand’ delivery of record to user
  - Ease ability to manage record by allowing for quick review
- Development begins April 2004
  - IOC anticipated by end of 2004
- Content – entire record
  - OMPF Images (Photo, Awards, FitReps, etc)
  - Master Brief Sheets
  - RS/RO Profiles

OMPF On Line

- Phased development
- Phase I
  - Individual access to the record content
- Phase II (FY 05/06 – TBD)
  - Electronic submission of update material
  - One stop update via web application
    - Scan document at Admin
    - Create diary entry/submit document at same time
    - Reduce mail delays/handling of hard copy material
- Future – Electronic Field Record?
  - Ability to digitally update/retrieve Field Record contents

Summary

- **You** are responsible for your record's accuracy
- Your record speaks for you on promotion and selection boards
- Pay attention to the details
- Make sure that your Marines are aware of their responsibility to manage their record
- Call if you have any questions
  - MMSB-20 Records Audit - DSN 278-0365
  - MMSB-30 PES Policy and Corrections - DSN 278-3995